
Equality Impact Assessment

Template Form



SHETLAND
ISLANDS COUNCIL

INTRODUCTION

An Equality Impact Assessment (EQIA) is an evidence-based approach designed to help the Council ensure that its policies, strategies and proposals for change meet the needs of everyone.

This Equality Impact Assessment (EQIA) enables you to assess what you're proposing against the Public Sector Equality Duty and the Fairer Scotland Duty. The EQIA process involves:

- Step 1: Develop a Clear Understanding of your Objectives: outlining details of your proposal and background information.
- Step 2: Data & Consultation: evidence sources for assessment.
- Step 3: Screening Assessment of Impact: completing the screening process to determine if the proposal requires completion of a full impact assessment. The screening process can stand alone as a final summary if no significant impacts are identified.
- Step 4: Full Impact Assessment: to enable a more detailed analysis of the proposal, the impacts and any mitigations or actions to be put in place. This Step may not be required depending on the outcome at Step 3.
- Step 5: Monitor & Review: setting out how impacts will be monitored.
- Step 6: Decision & Authorisation: setting out decision from impact assessment and authorisation.
- Step 7: Publication of Result

STEP 1: Develop a clear understanding of your objectives		
Title of your proposal* Name of piece of work, for example policy, strategy or proposal (including budget proposals)	Period Products Provision: Community Access – Long-term Implementation	
Do you have authority for your proposal?	Yes <input checked="" type="checkbox"/>	please explain: It is a statutory duty of Shetland Islands Council to comply with the Period Products (Free Provision) (Scotland) Act 2021.
	No <input type="checkbox"/>	please explain how and when you intend to get approval:
Do you have budget for your proposal?	Yes <input checked="" type="checkbox"/>	please explain: Funding is provided by the Scottish Government to support free provision of period products in Local Authorities.
	No <input type="checkbox"/>	please explain how and when you intend to get budget:
Lead officer (name and job title)	Emma Perring – Team Leader, Community Planning Hannah Chapman – Partnership Officer: Diversity & Inclusion	
Is this a new or existing policy/proposal? (include any information on previous relevant work)	Existing proposal, building on provision since 2022; updates reflect survey feedback from January–February 2025 and long-term implementation planning.	
Brief description of policy / proposal (including purpose, objective aims and/or intended outcomes)	<p>Purpose: Ensure equitable and dignified access to free period products for everyone in Shetland who may need them.</p> <p>Objective: Focus on venues that can effectively support the scheme and increase access via individual online orders.</p> <p>Aim: Provide a sustainable, inclusive and accessible distribution of period products across Shetland.</p> <p>Outcome: Period products will be available at Health Centres, Leisure Centres, selected venues across Shetland, Community Pop-Ins, and through online individual orders.</p>	

STEP 2: Data & Consultation	
What evidence sources are you using in making the assessments?	
Internal or existing data Please detail the sources you have considered to identify any	<ul style="list-style-type: none"> • Shetland Islands Council records of current distribution (community venues, online orders). • Survey data from public consultations with individuals and venues (2022 and 2025).

impact on those within different equality groups.	<ul style="list-style-type: none"> • Communication and uptake statistics since 2022.
Consultations with officers or partner organisations Please list your sources	<ul style="list-style-type: none"> • Council officers in Community Planning & Development, Children's Services. • NHS Shetland (health centres and nursing clinics). • Community organisations hosting product collection points.
Other: Please list your sources	<ul style="list-style-type: none"> • Feedback from online and in-person community engagement.

STEP 3: Screening Assessment of Impact

Please identify the type of impact your proposal will have on those with a protected characteristic. A positive impact is likely to contribute to promoting equality or improving relations within an equality group. A negative impact could disadvantage that particular equality group. A brief explanation should be provided, based on the evidence or information gathered and outlined above.

Equalities – Protected Characteristics	Please identify the type of impact your proposal will have on those who fall into the following categories:		
<p>Age Will your proposal have an impact on those within a specific age group? For example, those over 60.</p> <p>Will your proposal have a negative impact on those within a particular age range? For example (individuals aged 18 to 30)</p> <p>Note: Age discrimination legislation applies only to those aged 18 and over.</p>	<p>Positive <input checked="" type="checkbox"/> please explain: Access is available to all menstruating individuals, including younger people in schools and adults in the community.</p>	<p>Neutral <input type="checkbox"/> Please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>

<p>Disability Will your proposal have an impact on those who have a disability? For example, will those who have a disability be discriminated compared to those who do not? For example, someone with a hearing impairment.</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> please explain: Provision is designed to be accessible to all, though some individuals may face challenges in accessing venues or online ordering. Ensuring accessible locations, clear information, and community support helps reduce barriers.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Gender Reassignment Will your proposal have an impact on those who are considering, undergoing or have undergone gender reassignment? For example, would the proposal lead to discrimination for those who have undergone gender reassignment (a process to reassign your sex)</p>	<p>Positive <input checked="" type="checkbox"/> please explain: All individuals who menstruate, including those who are considering, undergoing or have undergone gender reassignment will have access to products.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Marriage and Civil partnership Will your proposal have an impact on those who are married or in a civil partnership? For example, would the introduction of your proposal lead to discrimination for anyone who is married or in a civil partnership?</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> please explain: No differential impact anticipated.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Pregnancy and Maternity Will your proposal have an impact on those who are pregnant or on maternity (up to 26 weeks) compared to those who are not?</p>	<p>Positive <input checked="" type="checkbox"/> please explain: Pregnant and/or postpartum individuals will have access to products as required.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>

Race Will your proposal have an impact on anyone because of their race, ethnicity or nationality?	Positive <input type="checkbox"/> please explain:	Neutral <input checked="" type="checkbox"/> please explain: No differential impact anticipated.	Negative <input type="checkbox"/> please explain:
Religion or Belief Will your proposal affect those who have a religion, belief or lack of religion or belief? For example, will those who have a religion be affected negatively?	Positive <input type="checkbox"/> please explain:	Neutral <input checked="" type="checkbox"/> please explain: No differential impact anticipated.	Negative <input type="checkbox"/> please explain:
Sex Could your proposal have an impact on those of a specific sex? For example, could males be impacted differently than females?	Positive <input checked="" type="checkbox"/> please explain: Provision supports those who menstruate.	Neutral <input type="checkbox"/> please explain:	Negative <input type="checkbox"/> please explain:
Sexual Orientation Could your proposal have an impact on those who are heterosexual, gay, lesbian or bisexual?	Positive <input type="checkbox"/> please explain:	Neutral <input checked="" type="checkbox"/> please explain: No differential impact anticipated	Negative <input type="checkbox"/> please explain:
Fairer Scotland Duty - Socio-economic Inequalities	Please identify the type of impact your proposal will have on low income households.		
Low income / income poverty Those who cannot afford to maintain regular payments such as bills, food, clothing payments	Positive <input checked="" type="checkbox"/> please explain: Free period products provision removes cost barriers for those on low income / income poverty.	Neutral <input type="checkbox"/> please explain:	Negative <input type="checkbox"/> please explain:
Low and/or no wealth Those who can meet basic living costs but have no savings for unexpected spend or provision for the future	Positive <input checked="" type="checkbox"/> please explain: Online ordering and community venue access ensures products are available to those on low and/or no wealth without upfront costs.	Neutral <input type="checkbox"/> please explain:	Negative <input type="checkbox"/> please explain:

<p>Material deprivation Those who cannot access basic goods and services, such as repair/replace broken electrical goods, heat their homes or access to leisure or hobbies</p>	<p>Positive <input checked="" type="checkbox"/> please explain: Free Period Products provision ensures access to essential items for those who may otherwise be unable to afford them.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Area deprivation Consider where people live (such as rural areas) and where they work (accessibility and cost of transport)</p>	<p>Positive <input checked="" type="checkbox"/> please explain: Distribution across all islands and mainland Shetland, including online ordering ensures rural access.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Socio-economic background Social class, such as parents' education, employment, income</p>	<p>Positive <input checked="" type="checkbox"/> please explain: Free Period Products provision ensures inclusive access, regardless of social class or household income.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>

Outcome of Screening Process		
<p>If any negative impacts have been identified above, a Full Impact Assessment will be required (Step 4).</p>		
<p>Will a Full Impact Assessment be required for:</p>		
<p>Equalities</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>Fairer Scotland Duty</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

If a Full Impact Assessment (FIA) is not required, do not complete Step 4 or 5 and proceed to Steps 6 & 7.

STEP 4: Full Impact Assessment

The full impact assessment must be completed where negative impacts have been identified at Step 3 above. Each of the negative impacts identified at Step 3 above will be explored in more detail to identify whether the proposal has a low, medium or high impact and whether there are any appropriate mitigating actions or changes that can be put in place to lessen that impact.

Protected Characteristic	Identified Negative Impact from Step 3	Low /Medium / High Negative Impact	Mitigating Actions/Changes Please state and summarise your mitigating actions or changes to the proposal for the negative impact(s) identified in Step 3.

Type of Socio-Economic Disadvantage	Identified Negative Impact from Step 3	Low/ Medium / High Negative Impact	Mitigating Actions/Changes Please state and summarise your mitigating actions or changes to the proposal for the negative impact(s) identified in Step 3.

STEP 5: Monitor & Review

What will change as a result of this proposal?	
How will the implementation of the proposal and any impacts be monitored?	
When is the proposal due to be reviewed?	
Who is responsible for ensuring this happens?	

STEP 6: Decision	
Implement proposal with no amendments	<input checked="" type="checkbox"/>
Implement proposal taking account of mitigating actions as outlined above.	<input type="checkbox"/>
Reject proposal due to disproportionate negative impact.	<input type="checkbox"/>
<p>Please detail your reason for this decision: The long-term implementation of the Period Products Provision reflects consultation with the public and community venues, legislative requirements under the Period Products (Free Provision) (Scotland) Act 2021, and guidance on accessible, dignified provision. Survey feedback presented that the selected venues and online ordering provide the most effective and equitable access for individuals across Shetland, including island communities.</p>	

<p>Authorisation: If you are the author of the policy and assessment, you must seek authorisation from an Executive Manager or Director. The author cannot also be the authoriser.</p>		
Title of Policy / Proposal:	Period Products Provision: Community Access – Long-term Implementation	
Directorate and Service:	Community Planning, Development	
Policy and assessment author (s)	Name: Emma Perring Job title: Team Leader, Community Planning Date: 03/11/2025	Name: Hannah Chapman Job title: Partnership Officer: Diversity & Inclusion Date: 03/11/2025
Authorised and approved by Director or Executive Manager	Name: Neil Grant Job title: Director – Development Date: 16/12/2025	

STEP 7: Publication
<p>Please include a detailed summary of the result of the assessment in Council reports.</p> <p>Once authorised, you should publish the EQIA in PDF format on the Equality Impact Assessments page of the Shetland Islands Council website. If you are unable to upload this</p>

directly to the website, please contact Hannah Chapman and Community Planning & Development.